

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 15 November 2023 at 7.00 pm

Present:

Councillors C Ellis (Chair), Blunn, Chipperfield, Drane, London, Sheldrake and Thornton.

In attendance:

Mr S C Blackburn (Clerk) and two members of the public.

23.149 Apologies for Absence: Cllr R Ellis (on business) Cllr Mather (family commitments), County Cllr J Cloke and District Cllrs Speca and Hammond.

RESOLVED: that the apologies be accepted.

23.150 Declarations of Interest and Requests for Dispensations: None.

23.151 To sign as an accurate record the minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 18 October 2023 be signed as a correct record.

23.152 Public Participation

A resident spoke to offer the services of a thermal imaging camera which is available from 29 November to 15 January and which can be used to identify heat loss from homes at no cost to the homeowner. The scheme is run by Suffolk Climate Change Partnership which can also offer advice on how to reduce heat loss and be more energy efficient and from where financial help may be available. There are case studies available from other villages where this has been implemented. Cllr Thornton offered to assist with the use of the camera. In response to a question as to how people could get involved, Cllr Chipperfield would try to get the current Sheaf article amended to include details and production of a leaflet would be considered. It was agreed that the Clerk would send details of the scheme to Sotterley Estate with a view to them approaching their tenants.

Mutford Parish Council have approached us to enquire if there have been any complaints of increased noise from flights operation from the airfield. Although a comment was made on low flying helicopters, no issues were raised. Any complaints can be raised with the Clerk who will pass them on to Mutford PC.

23.153 Reports

(a) Chair

The Chair had circulated her report which is held on file.

(b) County Councillor

(c) District Councillor

Reports had been circulated as and when received and were held on file.

(d) Police: No report received.

RESOLVED: that the reports be noted.

23.154 Correspondence: None.

23.155 Planning Applications

(a) New Applications

DC/23/3612/LBC – External and Internal changes to Moat Farmhouse, Mill Lane. It was agreed that these were felt to be sensitive improvements and would bring an unused part of the building back to life.

RESOLVED: to support the application.

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

(b) Updates on previously considered applications

DC/23/3578/DRC – Environmental matters, Playters Old Farm. Application approved.

23.156 Finance(a) To note the financial situation and bank reconciliation as at 31 October 2023

RESOLVED: That the situation as shown in Appendix 2 be noted.

(b) To approve payment of outstanding invoices

RESOLVED: That the payments listed in Appendix 1 be authorised.

(c) Internet Banking

The Clerk had now completed the mandate to authorise internet banking transactions; once the bank had processed this, log on credentials and card readers would be issued to authorised internet users.

(d) Pay Award for 2023/2024

Suffolk Association of Local Councils (SALC) have advised us that the National Association of Local Councils had agreed a pay award to be backdated to 1 April 2023 with the recommendation that it be implemented. The award amounts to a flat rate of £1,925 FTE for grades to SCP 43 and 3.88% thereafter. For this Council, it equates to £1.00 per hour.

RESOLVED: that the award be implemented with back pay as recommended.

RESOLVED: that SALC as payroll managers be instructed to implement the award.

23.157 Budget and Precept for 2024/2025

The Clerk circulated a calculation showing the effect of the precept remaining at £8,000. Unfortunately, this will result in an apparent rise of about 2.5% due to the number of households decreasing when residents of Redisham left the parish of Shadingfield. Assuming the remainder of the current financial year is as planned, and an £8,000 precept, we would not cover our outgoings and the year end would result in a deficit of £3,258 for the year, reducing our reserves to £744. All advice is that we should hold 6 months reserves in cash (£5,804). No other precept values were computed as this may result in an unacceptable rise to Council Tax payers although the point would at some stage be reached where reserves became exhausted. Unused earmarked funds, notably for the Neighbourhood Development Plan (£837) and Neighbourhood Watch (£250), could be transferred to the general fund, increasing the general reserve from £1,102 to £1,831.

RESOLVED: That the budget for 2024/2025 as shown in Appendix 3 be approved.

RESOLVED: To submit a Precept of £8,000 for 2024/2025.

23.158 Risk Management

Following a meeting between Cllrs C Ellis, D Drane, R London and A Thornton, the following changes were proposed:

Risks to add to the register

Risk of missing planning applications as not everything is notified directly to the council

Unexpected loss of Parish Clerk / Chair

Obsolescence of underlying technology renders the parish website inaccessible

Loss of / compromise of passwords to key sites

Loss of / release of personal data relating to council employee(s) / payroll

Review of Digital Risks

The Digital risks should remain as they are valid and that this is an area that is likely to become increasingly relevant in the future

Review of Community Risks

To remove 6.01 from the risk register and to consider whether we should discuss community assets and community

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activity as a discrete aspect of council business

6.02 to remain

6.03 to reword to 'Council members subject to verbal, physical, on-line assault from members of the public'

6.04 to remain

6.05 a) and b) to remain

6.06 and 6.07 to combine into a single risk, suggested wording: 'Significant external events resulting in major negative impact on parts of the local community'

Discussion also took place on the benefits of creating a WhatsApp group for Councillors. This would require formal agreement and a policy and would be discussed again at the next meeting.

RESOLVED: To amend the risk register as described above and to re-circulate to Councillors.

#### 23.159 Playing Field

(a) Lease: Although SALC had an agreement with a firm of solicitors who would provide pro-bono advice, that firm had declined to assist due to a potential conflict of interest. Another local firm had not responded to our initial approach. A firm in Bungay was recommended and would now be approached.

(b) Repairs: New signage and a number of repairs had been recommended by the inspection.

1. It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations. Action: None at present.
2. There are areas or parts of the timber gate that have rotted and there are rough / sharp edges present - Replace all affected timbers to remove any rough / sharp edges. Action: Clerk to seek quotes for minor repairs.
3. Bench: There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately. Action: Although there signs of previous 'melting', the bench is clean.
4. A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewelry- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312. Action: The Clerk has fitted a new sign, but without the contact details.

#### 23.160 Road Safety

(a) To receive an update on temporary speed monitoring

The County Council had supplied us only with speed broken down into wide bands and had advised that Police action would be taken for regular infringements or excessive speed.

(b) To receive an update on ongoing legal action

A mediation hearing set for 13 November had been cancelled due to the defendant 'not being available'. The case would now be heard in court, with our willingness to undertake mediation hopefully being taken into account.

(c) Consideration of potential road crossing points

The County Council had advised that the criteria are unlikely to be met due to the lack of pedestrians. Discussion also took place on the likely siting near the junction with Sotterley Road and the current lack of a footpath on one side of the road.

#### 23.161 Cemetery and Chapel

(a) Tree inspections: The Clerk was in contact with Dr Bynum about tree inspections and a meeting would be arranged in the near future.

(b) Proposals to install a bicycle rack:

Mrs Amanda Potter had approached the SCPT with an offer to fund a bicycle rack in memory of her late husband,

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former Parish Councillor Ted Potter. The proposal was for two ‘hoops’ to be set in concrete and located behind the notice board.

RESOLVED: to support this proposal.

The Clerk noted that further proposals regarding the toilet and battery charging may be presented to the next Council meeting.

23.162 To consider changes to the content of council minutes

Following recent discussions and reference to a good practice article in The Clerk magazine, the Clerk proposed:

(a) that the current practice of recording proposers and seconders in the minutes would cease, only the resolution being recorded. The names of the proposer and seconder would continue to be noted at the meeting. In the case of complex debate and/or where a record of votes was demanded, the principle of recording enough detail to grasp the context of the debate would continue to be followed.

(b) that the receipt of reports from the Chair, County and District Councillors should be circulated directly to Councillors and their receipt noted as ‘held on file’ normally without further reference in the minutes.

RESOLVED: that these changes be brought into immediate effect.

23.163 Village Matters

(a) Bulb Planting: Some the bulbs were distributed among Councillors for planting around the communities. The stock is held by Cllr C Ellis.

(b) Sheaf Magazine: Cllr Chipperfield had submitted an article that day but would attempt to add details of the thermal imaging initiative with Cllr Thornton’s contact details.

23.164 Meetings during 2024

RESOLVED: that the current pattern of the third Wednesday in each month (except August and December) be continued, thus:

January 17	July 17
February 21	August – no meeting
March 20	September 18
April 17	October 16
May 15	November 20
June 20	December – no meeting

23.165 Items for discussion at the next meeting:

Formation of a WhatsApp group

23.166 Date of next meeting: Wednesday 17<sup>th</sup> January 2024 at 7.00 pm.

The meeting closed at 8.25 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
241	S C Blackburn	November Salary and Expenses	364.55	9.09	373.64
242	Vertas	Grounds Maintenance Sept Oct Nov	276.15	55.23	331.38

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

Appendix 2 Budget and Bank Reconciliation at 31 October 2023

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council  
Receipts and Payments Account 2023/2024 - Year To Date

As At 31 October 2023					
	Budget	General	Earmarked	Total	Recent Transactions
<b>RECEIPTS</b>					<b>Previous Bank</b> 19,307.62
Precept	8,000	8,000.00		8,000.00	
Cemetery Fees		0.00		0.00	<b>Credits</b>
Picnic		0.00		0.00	
Miscellaneous Income		0.00		0.00	0.00
Earmarked Funds - Receipts			0.00	0.00	
VAT Recovered	1,427	1,427.22		1,427.22	<b>Debits</b>
<b>TOTAL RECEIPTS</b>	<b>9,427</b>	<b>9,427.22</b>	<b>0.00</b>	<b>9,427.22</b>	238 SALC 54.00
<b>PAYMENTS</b>					238 East Suffolk Services 11.99
<b>Administration</b>					240 CAS 60.00
Staff Costs	5,050	2,975.00		2,975.00	241 S C Blackburn 533.70
Payroll Costs	105	45.00		45.00	
Mileage	220	79.20		79.20	
Printing Stationery & Postage	120	120.10		120.10	
Insurance	600	579.03		579.03	
Hall Hire	210	3.00		3.00	
Web Hosting	55	50.00		50.00	
Membership & Subscriptions	450	232.65		232.65	
Audit	180	0.00		0.00	
Laptop	500	0.00		0.00	<b>Net Bank Account</b> 18,647.93
Data Protection	35	0.00		0.00	
Training	100	60.00		60.00	
VAT Paid	0	180.03		180.03	
	7,625	4,324.01	0.00	4,324.01	
<b>Maintenance</b>					
Playing Field Maintenance	1,038	602.30		602.30	
Playing Field Improvement	0	0.00		0.00	
Notice Board Repairs	400	0.00		0.00	
Playground Inspection	80	65.00		65.00	<b>Bank Reconciliation</b>
Bin Emptying	50	29.97		29.97	Lloyds Current Account Statement Balance 18,713.92
Pest Control	200	0.00		0.00	
Cemetery Management	500	0.00		0.00	Less: unpresented cheques
General Maintenance	400	0.00		0.00	238 SALC -54.00
Vehicle Sign		260.14		260.14	239 East Suffolk Services -11.99
	2,668	957.41	0.00	957.41	
<b>Community Events</b>					
Raising the Parish Profile		0.00		0.00	
Grants and Donations	1,000	0.00		0.00	<b>Add: credits in course</b>
Earmarked Funds - Payments			99.50	99.50	None
	1,000	0.00	99.50	99.50	
<b>TOTAL PAYMENTS</b>	<b>11,293</b>	<b>5,281.42</b>	<b>99.50</b>	<b>5,380.92</b>	<b>Net balance</b> 18,647.93
Surplus/Deficit to date	-1,866	4,145.80	-99.50	4,046.30	<b>Difference</b> 0.00
Brought Forward 1.4.2023	9,937	5,135.61	9,466.02	14,601.63	
Transfer - Laptop provision	0	-500.00	500.00	0.00	
Surplus/Deficit	-1,866	4,145.80	-99.50	4,046.30	
<b>Carried Forward</b>	<b>8,071</b>	<b>8,781.41</b>	<b>9,866.52</b>	<b>18,647.93</b>	
<b>Earmarked Funds</b>		Opening	Now		
Playing Field		5,000.00	5,000.00		
Neighbourhood Development Plan		937.14	837.64		
Neighbourhood Watch		250.00	250.00		Chairman
Shadingfield Luncheon Club		433.38	433.38		
Good Neighbour		600.00	600.00		
Friendly Bench		750.00	750.00		Clerk
Ellough Village Sign		1,000.00	1,000.00		
Laptop		0.00	500.00		
Picnic		495.50	495.50		Date
<b>Total</b>		<b>9,466.02</b>	<b>9,866.52</b>		

Printed on 04-11-23

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3 – Budget for 2024/2025

	2023/24 Budget	6 mths to 30 Sept	Likely year end	2024/25 Draft	For next year
<b>RECEIPTS</b>					
Precept	8,000	7,500	7,500	8,000	Note 2023/24: £500 for Laptop was earmarked
Cemetery Fees		0	350	0	
Picnic		0	0	0	
Miscellaneous Income		0	0	0	250 plus 1600 towards SIDs
VAT Recovered	1,427	1,427	1,427	350	
<b>TOTAL RECEIPTS</b>	<b>9,427</b>	<b>8,927</b>	<b>9,277</b>	<b>8,350</b>	
<b>PAYMENTS</b>					
<b>Administration</b>					
Staff Costs	5,050	2,450	5,060	5,308	4960 + 5.0% + UHO £100
Payroll Costs	105	0	90	100	90 + 5%
Mileage	220	72	180	200	
Printing Stationery & Postage	120	119	240	250	
Insurance	600	579	579	600	Still on LTA
Hall Hire	210	3	210	220	Plus 5%
Web Hosting	55	0	50	55	Plus 10%
Membership & Subscriptions	450	233	440	450	SALC 266 SLCC 120 CAS 50 436 + 5% say 460
Audit	180	0	161	180	
Laptop	500	0	0	500	
Data Protection	35	0	35	35	
Training	100	60	338	120	2 x £60
VAT Paid	0	159	350	0	Not a true cost
	<b>7,625</b>	<b>3,674</b>	<b>7,733</b>	<b>8,018</b>	
<b>Maintenance</b>					
Playing Field Maintenance	1,038	602	1,205	1,165	277 x 4 = 1108 +5% = £1165
Playing Field Improvement	0	0	0	0	
Notice Board Repairs	400	0	0	200	Mens Shed
Playground Inspection	80	65	65	70	" +5%
Bin Emptying	50	20	48	55	
Pest Control	200	0	100	200	
General Maintenance	500	0	0	400	
Cemetery Management	400	0	0	500	
Vehicle Sign	0	260	260	0	
	<b>2,668</b>	<b>947</b>	<b>1,678</b>	<b>2,590</b>	
<b>Community Events</b>					
Grants and Donations	1,000	0	1,000	1,000	
	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	
<b>TOTAL PAYMENTS</b>	<b>11,293</b>	<b>4,622</b>	<b>10,411</b>	<b>11,608</b>	
Brought Forward 1.4.2023			5,136	4,002	
Precept			7,500	8,000	
Other Income			1,777	350	VAT reclaim
Payments			-10,411	-11,608	
Carried Forward			<b>4,002</b>	<b>744</b>	

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_